



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR INFORMATION # 34320-12117
AMENDMENT # 1
FOR ELECTRONIC MANAGEMENT SYSTEM FOR THE
INSTITUTIONAL REVIEW BOARD**

DATE: JULY 26, 2016

RFI # 34320-12117 IS AMENDED AS FOLLOWS:

- 1. This RFI Schedule of Events updates and confirms scheduled RFI dates. Any event, time, or date containing revised or new text is highlighted.**

| EVENT | | TIME (Central Time Zone) | DATE (all dates are State business days) |
|-------|--|-----------------------------|---|
| 1. | RFI Issued | | Confirmed |
| 2. | Pre-Response Teleconference | 10:00 a.m. | Confirmed |
| 3. | "Written Questions and Comments" Deadline | 2:00 p.m. | Confirmed |
| 4. | State Response to "Written Questions and Comments" | | July 26, 2016 |
| 5. | RFI Response Deadline | | August 5, 2016 |

- 2. State responses to questions and comments in the table below amend and clarify this RFI.**

Any restatement of RFI text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFI document.

| QUESTION / COMMENT | | STATE RESPONSE |
|--------------------|---|---|
| 1 | Are you able to indicate whether or not the Department will release a future solicitation to acquire the System? If so, is there an estimated time frame in which the procurement may take place? | The Department plans on conducting a formal solicitation around 4 to 6 months after the conclusion of this RFI. |
| 2 | Did the Department have an outside assistance with development of this RFI? If so, please indicate which vendor provided assistance? | No |
| 3 | Has the Department identified a funding source for this effort? If so, are you able to indicate which source may be used? | State Funding |
| 4 | Are you able to disclose any drivers, not listed within the RFI, behind the replacement of the System? | Due to state procurement policy the current subscription model is not acceptable and a contract solicitation is required. |

| QUESTION / COMMENT | STATE RESPONSE |
|--|---|
| 5 Which vendor provided the current system and what are the terms of the current contract? | Research Data Ware, LLC via subscription. |
| 6 What if any, systems will need to integrate/interface with the new System? And are you able to disclose the names of vendors who currently provide them? | Microsoft Office Adobe |
| 7 Who is the technical point of contact for this effort? | The point of contact for this RFI is Melissa Painter, Competitive Procurement Coordinator. |
| 8 Will the Department acquire any consultant services to assist with the completion of this project (project management, QA, etc.)? | No |
| 9 Can companies from outside USA apply for this? | No |
| 10 Will we need to come to the United States for meetings? | N/A |
| 11 Can we perform the tasks (related to RFP) outside USA? | No |
| 12 Can we submit the proposals via email? | The proposals are submitted by email to the Competitive Procurement Coordinator at Melissa.Painter@tn.gov . |
| 13 Are you looking for a vendor product which can be customized for your specific work flow and other requirements? | Yes |
| 14 Would it be hosted on the states servers and are you expecting the software to be made available on per user license model as opposed to paying for the development of the software? | No |
| 15 Are you open to an integrated solution where the requested data is also made available as part of the software and all the state would do is to enable access to specific data depending on the specific user request and the user certification? | No |
| 16 Should the system be able to work with a specific Electronic Signature platform? | There is not a specific platform identified; however, the system must have an electronic signature platform. |
| 17 For the Meeting scheduling function, should the system be able to sync or export data to an external calendar system such as Outlook or Google Drive (Calendar)? If so, please define the requirements. | Not required. |
| 18 As computing environments change (such as Web Browsers, Operating Systems) all software requires updates and maintenance to be future ready. On the call, it was | No |

| QUESTION / COMMENT | STATE RESPONSE |
|--|------------------------------------|
| mentioned the state is trying to remove its current subscription costs. Is the state looking for a developed solution which they will maintain and host in the future? | |
| 19 If the State of Tennessee is not using internal servers to host the product, would the state assume future hosting costs? | No |
| 20 Is the State open to a customized system which would be updated as needed in the future, through a maintenance fee? | Yes |
| 21 If we have a customized product which would reduce the total reporting workload, would the state be interested in customizing a front end on top of the software to meet its independent requirements? OR Would the state consider altering their workflow? | Yes, if specifications can be met. |
| 22 Is cloud based accurate and acceptable? | It is acceptable. |

3. **RFI Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFI not expressly amended herein shall remain in full force and effect.